7. Entering and Editing Data

7.1 Entering Data

In order to enter data onto the Metrics application screens, you must first go to the appropriate function, and then select Open or New. (See Section 4 Menu Screen, Section 5.3 Menu Bar, Section 5.4 Tool Bar and Section 6 Open (Search/Edit) or New (Add/ Insert).)

You are now ready to type in/edit your information. Unless otherwise instructed, use the following guidelines:

    A.   For telephone numbers, you can enter the following:

- Ten (10) digits which will be automatically formatted as xxx-xxx-xxxx.

- Eleven—twenty-six (11-26) digits which will be displayed as they appear when you type them (no automatic formatting).

    B.   For UserID, enter your 7-position Log-in ID, often called PLAS (Performance Labor Accounting System) Code or EIN (Employee Identification Number).

    C.   To select from a pick list (visible when you click here):

- Find the choice you want using the scroll bar if necessary.

- Click on the choice when you find it.

7.2 Editing Data Fields

Sooner or later, you will have to change some of the information displayed on your screen. Table 1 explains how to edit the most common types of Metrics data elements.

Table 1. Editing Data Fields

Type	Procedure
Non-scrolling Text Box	Select the box you want to edit. The information is highlighted. If you start to type over highlighted text, the highlighted information is automatically deleted and replaced with what you type. If you do not want to delete all of the highlighted text, click on the highlighted text to remove the highlight and position the cursor in the box, and edit the information as needed.
Check Boxes	To "uncheck" a checked box, click on it. The check mark disappears.

Notes: You cannot edit information if the information is in a protected data box. You cannot leave a required element blank if you want to save the record.

Mouse Caution:
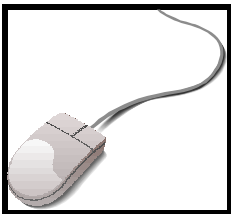
Using the cursor to move from one data box to another does not "tell" your computer that you entered information. Therefore, the information is not recognized, validated or formatted until you save or go to another page or function. **To avoid the recognition delay, always press Tab or Enter after entering data in a data box.**